I.S. CONSULTANT

DISTINGUISHING FEATURES
The fundamental reason the I.S. consultant position exists is to provide technical consulting support to various departments within the City. This position is the primary point of contact on departmental applications and issues. Work is performed under general supervision of the Applications Development Director.

ESSENTIAL FUNCTIONS
Develops partnerships between Information Systems and customer departments by performing a wide variety of consulting duties.

Conducts need assessments and analyses technical requirements.

Assists in budget determinations of application development, software and equipment for current and future needs.

Interfaces with IS staff and external sources to assess the best use of resources.

Serves as a technology project manager coordinating staff and technical resources to ensure project completion.

Provides leadership and input on long range plans for leveraging technology in business solutions.

Keeps current on new technology and exposes customers to new tools.

Consult with city staff and management to identify future needs and help maintain current business processes.

Dedicated to continuously improving services to the internal and external customers.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities:
Knowledge of:

Windows NT and Microsoft Office Products
Research methods and techniques.
Information technology systems design and programming.
Design specification development.
Data communications security and privacy techniques.
Principles of business system analysis, including the analysis of procedures, equipment, and methods.
Forms design and report design.
I.S. processes, regulations, codes, ordinances and terminology.
Thorough working knowledge of MS Windows, UNIX, and TCP/IP network environments.

Ability to:

Evaluate and resolve customer problems and issues.
Analyze, interpret, and present research findings.

Analyze specifications and instructions to develop appropriate systems and programs.
Prepare design specifications.
Conceive a variety of solutions to functional problems and to reduce abstract ideas to easily understood procedures.
Understand database organization access and retrieval technique.
Establish and maintain effective working relationships with users, vendors, co-workers and other city staff.

Education & Experience
Any combination of training, education and experience equivalent to a degree in computer science or a related field and a minimum of five years technical computer experience in system development design. Requires extensive experience working with Microsoft Office products, including Exchange, WORD, Excel, Powerpoint and Access. Experience working in the Windows NT environment is highly desirable. Experience as a project manager working on business applications such as financials, billing systems, etc. is preferred. Experience working on multiple projects simultaneously and good judgment in prioritizing work assignments is essential.

FLSA Status: Exempt   HR Ordinance Status: Unclassified